



MANDATORY NEIGHBORHOOD ASSOCIATION ANNUAL UPDATE FORM

Mandatory Neighborhood Association is defined as an association with a formal, legal structure, created to maintain common areas and enforce private deed restrictions and established pursuant to applicable state or federal law (e.g., mandatory homeowners associations).

To continue to receive information from the City of Fort Worth, your organization must update its records annually. Please complete this form and return to:

Community Engagement Office
200 Texas St.
Fort Worth, TX 76102
(817) 392-6201 ★ Fax (817) 392-2107

Date: _____ Name of Person Submitting this Form: _____

Name of Neighborhood Association: _____

Association Mailing Address (if different from the officers' mailing address):

Street/P.O. Box: _____ City: _____ ZIP: _____

Did you update your bylaws in the past year? If yes, please attach a copy.

☐ Yes ☐ No

When is your next election?

Month _____ Year _____ Length of Term _____

How often does your association hold:

General membership meetings? ☐ Once a year ☐ Monthly _____ Other (explain)

Day/Time/Place: _____

Executive/advisory board meetings? ☐ Once a year ☐ Monthly _____ Other (explain)

Day/Time/Place: _____

How do you notify residents about your meetings? (check all that apply):

☐ Flier ☐ Email ☐ Newsletter ☐ Yard Sign ☐ Social Media ☐ Other

Does your neighborhood association have:

Facebook page? (please list the address): _____

Website? (please list the address): _____

Names and Addresses of Officers or Directors and Association Contacts:

Please select only one designee as Development contact and one designee as Primary contact. The Development and Primary contact can be the same individual. Designate as many Public Contacts as desired.

Development Contact: The Development contact is the neighborhood representative designated to receive the Early Courtesy Notifications of Planning, Board of Adjustment and Zoning cases. It is the responsibility of this individual to share the notification information with the membership of the association.

Primary Contact: The Primary contact is the neighborhood representative designated to be the main contact for the association. It is the responsibility of this individual to share information received, on behalf of the association, with the membership of the association.

Please update your group's contact information below:

Name: _____ Title: _____

Address: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____

Check here if you are (check all that apply):

- ☐ Development Contact
- ☐ Primary Contact
- ☐ Officer Contact
- ☐ Property Manager Contact
- ☐ Newsletter/Fliers/Email Lists/Facebook/Website Contact
- ☐ Check here if you do not want to authorize the City to post this information on its website*

(continued)

* As a public service, the City of Fort Worth maintains a list of community organizations on our website FortWorthTexas.gov/engagement. Please authorize us to post the name, address and phone number of at least one officer to facilitate communication with your organization.

Name: _____ Title: _____

Address: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____

Check here if you are (check all that apply):

- ☐ Development Contact
- ☐ Primary Contact
- ☐ Officer Contact
- ☐ Property Manager Contact
- ☐ Newsletter/Fliers/Email Lists/Facebook/Website Contact
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- ☐ Development Contact
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